

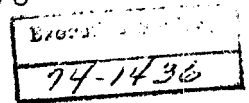
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6 MAY 1974

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Director's Daily Journal

1. On 12 April I circulated the attached questionnaire on the Director's Daily Journal. Replies (attached) reflect overall satisfaction. The comments were generally quite favorable with no complaints about style, format, amount of detail, or the mechanism set up to handle requests for specific items. Two responses (IG and DDM&S) did indicate some need for clarification but were promptly rectified.

2. The utility of the Journal would be greatly enhanced if we were able to introduce its summaries of correspondence into RSM or some appropriate computerized environment. This would enable you to retrieve a summary of all correspondence on any particular topic. If we are able to develop a Bigot List (geared to originator) it could also be tasked, say, by Deputy Directors or Senior Staff Chiefs. We are exploring the feasibility (cost and security in particular) of lifting something like this off the ground on a trial basis.



B. C. Evans
Executive Secretary

Attachments a/s

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STA

5/13/74

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Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

- a. are adequate ✓
b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
b. not detailed enough _____
c. about right ✓

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ✓

No _____

Has this service been satisfactory?

Yes ✓

No _____ (please explain)

4. Other comments:

*I am pleased with the journal and
have no recommended changes*

(Signed) _____

STA

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Q U E S T I O N N A I R E

Director's Daily Journal

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a. are adequate ✓

b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

a. too detailed _____

b. not detailed enough _____

c. about right ✓

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ✓ *Sometimes*

No _____

Has this service been satisfactory?

Yes ✓

No _____ (please explain)

4. Other comments:

A good job. I'm happy with it.

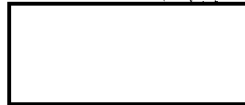
(Signed

[Redacted Signature Box]

ST

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Discussed with Mr. Brownman this date and made it clear the Journal does not, except in those few cases where the DCI pins a buckslip to a cable, ever summarize cable traffic. He concluded that his remarks were probably, therefore, erroneous.



B. C. Evans

04/17/74

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DE -

Q U E S T I O N N A I R EDirector's Daily Journal

1. Style and format of summaries

- a. are adequate ☒
- b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
- b. not detailed enough _____
- c. about right ☒

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?Yes ☒

No _____

Has this service been satisfactory?

Yes ☒

No _____ (please explain)

4. Other comments:

*Extensive duplication seems to exist between the
Director's Daily Journal and the Director's Cable Summary.
Can this be avoided or at least
minimized*

(Signed)

STA

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Q U E S T I O N N A I R E

Director's Daily Journal

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b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
b. not detailed enough _____
c. about right ✓

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ✓

No _____

Has this service been satisfactory?

Yes ✓

No _____ (please explain)

4. Other comments:

--	--

(Signed) _____

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Q U E S T I O N N A I R E

Director's Daily Journal

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- a. are adequate ☒
- b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
- b. not detailed enough _____
- c. about right ☒

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ☒

No _____

Has this service been satisfactory?

Yes ☒

No _____ (please explain)

4. Other comments:

(Signed) _____

STA

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Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

- a. are adequate ✓
b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
b. not detailed enough _____
c. about right ✓

Comment?

The summaries, in general, are very good indeed

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ✓

No _____

Has this service been satisfactory?

Yes ✓

No _____ (please explain)

4. Other comments: The journal is an extremely useful tool of which I make extensive use and which I have found both helpful and valuable.

(Signed) _____

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Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

- a. are adequate ✓
b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
b. not detailed enough _____
c. about right ✓

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ✓

No _____

Has this service been satisfactory?

Yes ✓

No _____ (please explain)

4. Other comments:

(Signed

STA

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Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

- a. are adequate ☒ _____
b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
b. not detailed enough _____
c. about right ☒ _____

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ☒ _____

No _____

Has this service been satisfactory?

Yes ☒ _____

No _____ (please explain)

4. Other comments:

Very helpful — as is.

(Signature)

Empty rectangular box for signature.

STAT

Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

- a. are adequate ✓
b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
b. not detailed enough _____
c. about right ✓

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ✓

No _____

Has this service been satisfactory?

Yes ✓

No _____ (please explain)

4. Other comments:

A substantial amount of time must go into preparation of the Journal. I find it useful & informative.

(Sign)

STA

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Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

- a. are adequate X
b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

- a. too detailed _____
b. not detailed enough _____
c. about right X

Comment?

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes X
No _____

Has this service been satisfactory?

Yes X
No _____ (please explain)

4. Other comments: *Very useful even if I only occasionally request something.*

(Signed)

STA

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Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

a. are adequate ☒

b. need improvement _____ (if so, how?)

2. Summaries of correspondence are

a. too detailed _____

b. not detailed enough _____

c. about right ☒

Comment? *but once in a very long while a phrase lacking aptness appears eg,*

STA

3. Upon request, an actual item of correspondence can be made available.
Do you, yourself, request items?

Yes ☒

No _____

Has this service been satisfactory?

Yes ☒

No _____ (please explain)

4. Other comments:

*overall I give the Journal
very high marks*

(Signe

STA

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MEMORANDUM FOR: Inspector General

Sorry to have missed your requests for memos summarized in the Director's Daily Journal. Although your method is perfectly acceptable, we have not monitored the returned Journals since most of the offices either call or send informal requests for particular items of interest. We will be scanning the returned copies of future Journals more closely, however, to ensure you are not overlooked again.


B. C. Evans

Ex Sec

17 April 1974

(DATE)

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Q U E S T I O N N A I R E

Director's Daily Journal

1. Style and format of summaries

- a. are adequate _____
 b. need improvement ☒ (if so, how?)

*I am concerned that
 we never identify
 the persons or items
 which are responsible.*

2. Summaries of correspondence are

- a. too detailed _____
 b. not detailed enough _____
 c. about right ☒

Comment?

*but need to be careful
 not to use*

3. Upon request, an actual item of correspondence can be made available.
 Do you, yourself, request items?

Yes ☒

No _____

Has this service been satisfactory?

Yes _____

No ☒ (please explain)

4. Other comments:

(Signed)

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